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Security Information

23 June 1953

MEMORANDUM FOR: Addressees Noted Below with Distribution

SUBJECT: Proposed [REDACTED] CLERICAL TRAINING

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1. There is submitted herewith for your concurrence and comment, proposed [REDACTED], which sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.

2. Publication of this Regulation was requested by the Director of Training, who states that working level coordination has been effected with the Personnel Office. Any questions pertaining to subject Regulation should be referred to [REDACTED] Office of Training, Extension 3531.

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3. It is requested that your comments and concurrences be recorded on the attached coordination sheet and submitted to this office by 7 July 1953.

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[REDACTED]  
Special Assistant to the  
Deputy Director (Administration)

cc: Comptroller - 3  
Organization & Methods - 4  
General Counsel - 1  
Deputy Director (Intelligence) - 10  
Deputy Director (Plans) - 12  
Assistant Director for Communications - 3  
Director of Training (Info Copy) - 1  
Personnel Office - 5  
Inspector General - 1

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 29 NO CHANGE  
IN CLASS/ [REDACTED] / CLASS CHANGED TO: TS S SECRET JUST. 22  
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PROPOSED ISSUANCE: [REDACTED] CLERICAL TRAINING  
Draft dated 22 June 1953

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CONTEMPLATED DISTRIBUTION: AB

PREVIOUS ISSUANCES TO BE CANCELLED: None

COMMENTS:

CONCUR: \_\_\_\_\_

(Signature)

(Office)

(Date)